

MANAGEMENT MEMO

SUBJECT: MOTOR VEHICLE DAMAGE RECOVERY AND REPORTING REQUIREMENTS FOR THE STD 270, VEHICLE ACCIDENT REPORT	NUMBER: 99-06
	DATE ISSUED: 06/03/99
	EXPIRES: 06/03/00
REFERENCES: Government Code Section 11290(e)	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

This memo covers two issues related to motor vehicle accidents involving state-owned or state-operated motor vehicles.

Motor Vehicle Damage Recovery Procedural Change

The Department of General Services, Office of Risk and Insurance Management (ORIM), will again handle vehicle damage recovery activities for state agencies effective July 1, 1999. Departmental accounting officers should note that it will no longer be necessary to perform damage recovery activities where a state-owned vehicle is involved. ORIM will assume these duties in accordance with the procedures set forth in the State Administrative Manual Sections 8777.1 and 8777.2.

Use and Reporting Requirements for the STD 270, Vehicle Accident Program

Effective July 1, 1999, only the August 1997 version of the STD. 270, Vehicle Accident Report, will be accepted by ORIM. Please discard all older version forms.

If the state-owned vehicle was damaged during an event involving no other party, it should only be reported to the ORIM if the damage to the state vehicle is more than \$1,000 (increased from \$500).

For reporting purposes, an *accident* is defined as one that involves a state-owned vehicle (or non state-owned vehicle operated by a state employee while on state business) where there is damage caused to the person or property of another.

An *incident* involves only a state-owned vehicle where the damage, regardless of the amount, is limited just to the state vehicle which was stationary at the time the damage occurred. *Incidents* should not be reported to the ORIM.

State Administrative Manual Section 2430 will be amended to reflect these changes. If you have any questions on this matter, please contact Rich Beck at (916) 322-8967.



CLIFF ALLENBY, Interim Director
Department of General Services